

**INSTRUCTIONS FOR OVERSEAS PERSONNEL
TO PURCHASE U. S. SAVINGS BONDS BY PAYROLL DEDUCTIONS
(FOR CLASSIFIED EMPLOYEES ONLY)**

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1. EMPLOYEES PROCESSING AT HEADQUARTERS FOR OVERSEAS ASSIGNMENT

- a. Any such employee who is purchasing bonds through payroll deductions at headquarters will have his bond withholding terminated upon separation from the headquarters payroll and any unapplied balance will be refunded to him with the last check issued at headquarters. If the employee desires to have withholdings made for bonds while overseas, he shall file, before departure, a new Form No. 2254, Authorization for Purchase of Savings Bonds, and indicate disposition of bonds as prescribed in paragraph 4 below. The Form shall be forwarded promptly to the Payroll Branch, Fiscal Division, Office of the Comptroller.
- b. Any such employee who has not participated in the savings bond purchase program at headquarters but who wishes to participate in the program while overseas shall file Form No. 2254 with the Payroll Branch as prescribed in paragraph 4 below, before departing from headquarters.
- c. The Payroll Branch will notify the field office when to begin payroll deductions for bonds and the amount. Records of withholdings and the issuance of bonds will be accomplished at headquarters.

2. PERSONNEL OVERSEAS

- a. An employee overseas who wishes to participate in the savings bond purchase program shall complete a Form 2254 as prescribed in paragraph 4 below, and present it to the Chief or Administrative Officer for transmittal to headquarters.

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- b. The shall make a record of the bond allotment authorized and establish a new normal pay showing the deduction on Form 1027, Time and Attendance Report and Payroll Change Slip. The amount of bond allotment shall be identified as such on Form 1027 pending a revised printing of the Form which will provide a column for bond deductions. Amounts withheld for bonds shall be shown on the payroll summaries submitted to headquarters each biweekly period. will improvise a column for bonds on those payroll summary forms which do not provide for such deduction. Forms 2254 originating in the field shall be forwarded to the Payroll Branch attached to Form 1027 and the payroll summary covering the first deduction. All bond authorization forms will be retained at headquarters. 25X1A7b
- c. Headquarters shall be notified of any changes to be made in bond allotments on Form 2254A - Request for Change in Payroll Savings Allotment, which shall be transmitted to Headquarters by the immediately upon execution; however, the shall not give effect to such changes until advised by headquarters. A cancellation of an allotment may be made effective immediately and headquarters so advised on Form 1027. Headquarters will instruct the on the amount of the unapplied balance to be refunded with a subsequent salary payment. 25X1A7b
3. PERSONNEL RETURNING FROM OVERSEAS 25X1A7b
- When an employee departs from the field, the shall report to headquarters by memorandum as currently instructed the last salary payment made in the field to the employee. Any unapplied balance of bond deductions will be refunded to the employee upon his return by the headquarters Payroll Branch. A new Form 2254 may be filed by the employee with the Payroll Branch upon return to headquarters if he

wishes to participate again after his name is restored to the headquarters payroll.

4. GENERAL INSTRUCTIONS FOR PREPARATION OF FORMS

a. Allotment and Bond Denomination

25X1A7b Eligible staff employees wishing to participate in the bond purchase program shall prepare Form No. 2254, Authorization for Purchase of Savings Bonds. For any change in allotments, denomination, registration or delivery instructions, Form No. 2254A, Request for Change in Payroll Savings Allotment shall be prepared. These forms must be prepared by typewriter in true name and submitted to headquarters. OMIT names of department, , and place. For overseas employees, allotment amounts and bond denominations will be limited to those listed in Attachment 1. The allotment authorized will apply to each biweekly pay period until changed or cancelled in writing by the employee. Unapplied balances insufficient to purchase a bond will be refunded as part of salary upon cancellation, termination, or reassignment between headquarters and field payrolls.

b. Registration of Bonds

Bonds will be registered only in the true names of individuals (natural persons), whether adults or minors, in one of the following forms:

- (1) ONE PERSON: In the name of one person, as "John J. Jones."
- (2) TWO PERSONS: CO-OWNERSHIP FORM: In the names of two (but not more than two) persons as alternate coowners, for example:

"John J. Jones OR Mrs. Mary B. Jones."

- (3) TWO PERSONS: BENEFICIARY FORM: In the name of one (but not more than one) person, payable on death to one (but not

more than one) other person, for example:

"John J. Jones, Payable on death to Miss
Mary B. Jones."

"Payable on death" may be abbreviated as "p.o.d."

The first person named is the registered owner
and the second person is the designated beneficiary.

Married women's names shall be shown as "Mrs. Bertha B. Brown," never
as "Mrs. Sam H. Brown." Only addresses in the United States shall be
used.

c. Effective Date of Allotment

An allotment or change in allotment applicable to the headquarters
payroll will become effective with the first biweekly pay period in
which the authorization or change form is received in the Payroll
Branch at headquarters, unless a later date is specifically requested. 25X1A7b
As stated in paragraph 1c, headquarters will notify the when to
deduct for a bond allotment authorized while at headquarters. An
authorization originating in the field will become effective with the
biweekly period in which it is received by the 25X1A7b

d. Delivery Instructions

Whenever feasible, the block "By mail" under delivery instructions shall
be checked. An address in the United States will be provided. Bonds
will be mailed by the headquarters Payroll Branch to the owner at the
address designated. Employees should notify persons residing at the
address given who will receive bonds mailed to such address on behalf
of the employees. If it is not feasible to provide an address in the
United States to which bonds may be mailed, the employee may check the
block "In person," under delivery instructions and the bonds issued will

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be dispatched to the [] for delivery to the employee. Even though
bonds are to be mailed to the [], the employee must provide 25X1A7b
addresses in the United States for registration of the bond. Bonds
WILL NOT be retained by headquarters.

ATTACHMENT:

Allotments to Purchase Bonds

ALLOTMENTS TO PURCHASE BONDS**

Allotment Amount	\$25 Bond		\$50 Bond		\$100 Bond	
	No. Bonds	No. Allots.	No. Bonds	No. Allots.	No. Bonds	No. Allots.
\$ 3.75	1	5	1	10*		
6.25	1	3	1	6*		
7.50			1	5*	1	10*
12.50			1	3	1	6*
15.00			2	5	1	5*
18.75	1	1	1	2	1	4
22.50			3	5	3	10
25.00			2	3	1	3
30.00					2	5
37.50			1	1	1	2
45.00					3	5
50.00					2	3
60.00					4	5
75.00					1	1

*Bonds to be dated as of the 1st of the month in which one-half of purchase price accumulates to the credit of the employee.

**Payroll deductions cannot extend beyond 20 allotments toward the purchase of one bond.